

CUSTOM HISTORY REPORT WRITER

OVERVIEW

Event logs and historical data currently stored on the hard disk or in any Log.mdb database are available to view or print in History Report. Options allow the selection of any specific activity at a Location or all activity. Reports can viewed, printed or saved to a file in one of 25+ different file formats.

Automatic Scheduled Reports can also be configured to be sent as an attachment via Email.

New History Report		
General Report Details Schedu	le Automatic Report	
Location Group:	My Office	
Name:	Weekly Activity	
History File to Use:	, C:\WinDSX\Log.mdb	
History File Password:		
Notes:	email: Rgibson@dsxinc.com	A
		-
Provinue	Next Creard	OK Build Papart
Previous		UN Build Report

New History Report

- Choose the Location Group
- Name the report
- Identify the "History File to Use" if the activity is not in the default history database.
- Any History report that has been defined and saved, can be set to run automatically at predetermined times.

Figure 1 Report Configuration Screen

To Email Scheduled Reports

- Microsoft Outlook[™] is required. Reports are saved in an .rtf file format and emailed as a .zip file.
- Each Report can be set to run up to twice daily on any or all days of the week.
- In the notes field of the General Tab, enter Notes: followed by the correct email.
- Additional email addresses can be added by placing a semi-colon then space before the next email address. Example: Email:Rgibson@dsxinc.com; Djohnson@dsxinc.com

New History Report			
General Report Details Schedule Automatic Report			
Start Date: Start Time:	4 /25/2017 ▼ Stop Date: 4 /25/2017 ▼ 0 Stop Time: 2400 ▼ C* Apply Start Time To Start Date, Stop Time To Stop Date C C Apply Start/Stop Time To Each Day ✓ Soft Everts By Time/Date ▼ ▼ ▼ ▼		
Special Report Selections	t Elevator Roor Select Report Time And Attendance Report Number Of Uses Report		
Data to be Included or Excluded Include All Event Types Include Events From All Devices In Location Group I/ Include Events From All Card Holders I/ Include Events From All Card Holders I/ Display Code Data			
Pre	vious Next Cancel OK Build Report		

Figure 2 Report Details Screen

Report Details

Select the relevant dates, times and parameters

• "Include All Event Types" and "Include Events from All Card Holders" will increase the time required for the report. You may de-select either or both of those parameters to increase speed.

[•] Predefined Reports including Elevator Floor Select, Time and Attendance, and Number of Uses are available.

New History Report General Report Details Schedule Auto	omatic Report
Print Report At:	0 And Print Report At: 0 Sunday ▼ Monday Tuesday Wednesday Thursday Friday Saturday
Previous	Next Cancel QK Build Report

Figure 3 Schedule Automatic Reports

Schedule Automatic Reports

Any History report that has been defined and saved, can be set to run automatically at predetermined times.

Each Report can be set to run up to twice daily on any or all days of the week.